

PARK PASEO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – MAY 8, 2023
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DIRECTORS PRESENT:

Yumi Renshus
Anthony Markus
Deepak Gupta
Khurram Shoro

DIRECTORS ABSENT:

Jerry Cheng

MANAGEMENT REPRESENTATIVES:

Scott Aaronsen, Regional Manager
Lucinda Romero, Associate Community Manager
Keystone Pacific Property Management, LLC

EXECUTIVE SESSION SUMMARY – MAY 8, 2023

The Board met in Executive Session on May 8, 2023, and approved the March 22, 2023 Board Executive Session Meeting Minutes, discussed compliance matters, homeowner requests, and delinquent accounts.

I. CALL TO ORDER

The meeting was called to order by President Renshus at 7:06 P.M.

II. PROOF OF NOTICE OF MEETING

Proof of notice was recorded by Management on behalf of the Board of Directors.

III. HOMEOWNER FORUM

A. 16 Lucero East – Attended to follow up on the zero-lot line easement access issue.

IV. COMMITTEE REVIEW

A. **Landscape Committee** – The monthly landscape walks have been set for the 4th Wednesday of each month at 1:00 PM.

B. **Northstars Update** – Currently, there are 34 returning non-resident registrations, with 4 new non-resident registration requests. The committee has requested that the Board allow the remaining 4 non resident spots to be opened to the new non-resident requests. Management to include the flyer in the May newsletter.

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V. **CONSENT CALENDAR**

A motion was made, seconded, and carried to approve the following items from the consent calendar, without further discussion. **Motion carried 4/0.**

- A. **Approval of the April 10, 2023, General Session Meeting Minutes – RESOLVED**, to ratify the action taken and approve the April 10, 2023, General Session Meeting Minutes with a revision to item VI.(1) to add that the Board had requested the Tree Trimming Schedule.
- B. **Acceptance of the April 26, 2023 Architectural Committee Meeting Minutes – RESOLVED**, to accept the actions taken by the Architectural Committee at the April 26, 2023, Architectural Meeting.
- C. **Review and Acceptance of the March 31, 2023, Financial Statement – RESOLVED**, to accept the **March 31, 2023** financial statements as submitted subject to 3rd party audit.
- D. **Approval of Draft Audit – RESOLVED**, to accept the draft audit for the fiscal year ended December 31, 2022, as submitted by , prepared by Inouye, Shively, Klatt, and McCorvey.
- E. **Ratification of Approval of Emergency Email Vote to Approve Aquapure Pool Equipment Repairs – RESOLVED**, to ratify the action taken and accept the emergency approval of the spa heater replacement & replacement of both main circulation pumps for a cost of \$13,894.29.

VI. **UNFINISHED/NEW BUSINESS**

A. **Landscape Service**

- 1. Review of the EarthCo landscape proposals was tabled.
- 2. Management provided an update on the Harvest tree removal project.
- 3. The Board discussed the water bill overage tracking spreadsheet. Based on the data reviewed the Hicks Canyon and Palmatum had significant leaks. The water bills for both meters were submitted to EarthCo for IRWD credits.
- 4. The Board reviewed the EarthCo proposal to replace 11 WeatherTrak irrigation controllers. Management was directed to contact WeatherTrak to see if the current controllers can be upgraded in lieu of replacement.
- 5. Landscape Committee Chair, Gus Aarnaes, to make recommendations for tree replacements.

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B. Lighting Maintenance

- a. Management was directed to have the pool area lighting repaired as soon as possible.
- b. The volleyball LED light replacement will be scheduled as soon as the fixtures are received.
- c. Management was directed to have the tennis court light timer replaced if the proposal is within the \$350.00 estimate.

C. Common Area Maintenance

1. A motion was made, seconded, and carried to purchase two (2) backless and one (1) backed bench from Dumor.
2. Management provided an update on the pool deck repair.
3. Management was directed to order a keyed crank for the tennis court net tensioner, have plexiglass installed around the handle set and replace the closing spring, and obtain a proposal to replace the chain link within the gate with a closer knit design to prevent unauthorized access.

D. City of Irvine Request – Management provided an update on the Hicks Canyon striping survey.

E. CD Investments – **No action required.**

F. Sump Pump – No trenching is needed. Management was directed to have C&R complete the pump replacement and work with the pool company to label the spa backflow valve to ensure it is left open for the sump pump to empty into the backflow drain.

G. Playground Repair Update – the playground repairs were completed.

H. Santiago Hills Clubhouse Rental Request – The Board directed management to request SH Elementary School to submit their request **with the same lifeguard and security requirements from 2022.**

I. Curb Address Number Painting Proposal – Management was directed to inform Project Hope of the Board's decision to decline their offer to promote their services at a discounted rate.

J. Rental Restriction Discussion – No action taken.

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K. **Vending Machine for Main Pool** – A motion was made and seconded to add vending machines at the Main Pool. **Motion failed 2/2.**

L. **Website Updates & Newsletter Articles**

1. Management was directed to include the following information in the May 2023 Newsletter: Northstars Flyer and swim meet schedule, pool restroom Keyfob reminders, pool status/thank you for patience during repairs, pool age/supervision rules, reminder to close umbrellas after use, annual event calendar, reporting of landscape issues to management, Santiago Hills ES event on June 2nd, Memorial Day background/history, project/tree removal update.
2. Management to update “News & Events” section on Park Paseo website moving forward.

M. **Vendor Correspondence** – Management was directed to add Landscape Committee Chair, Gus Aarnaes’, tree trimming map in the Board Packet moving forward.

N. **Homeowner Concerns**

1. 1 Alba East – Management was directed to have the Landscape Committee evaluate the request and provide a recommendation to the Board.
2. Tanja Fournier Requests – Management was directed to inform Tania that the court resurfacing can wait until the reserve study schedule of FY 2024 based feedback from the tennis coaches and that the main pool playground pour in place will be evaluated as per the reserve study schedule of FY 2025.
3. A motion was made, seconded, and carried to keep the main pool door locked to Keyfob access only, with the exception of Northstars practice sessions and swim meets. **Motion carried 4/0.**

O. **Next Board Meeting** – The next Board of Directors meeting will be held on Monday, June 12, 2023, at 7:00 P.M, in person & via Zoom.

VII. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:18 P.M.

ACCEPTED: _____

DATE: _____